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STATE DOCUMENTS

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# State of Montana

STATE OF MONTANA

EXECUTIVE BUDGET MANUAL

Agencies & Institutions

For The 1973 Biennium

Department of Administration  
*Budget Division*



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## STATE DOCUMENTS

**STATE OF MONTANA**  
**EXECUTIVE BUDGET MANUAL**  
**Agencies & Institutions**  
**For The 1973 Biennium**

**Department of Administration**  
**Budget Division**  
**May 15, 1970**





State of Montana  
Office of The Governor  
Helena 59601

Montana State Seal

FORREST H. ANDERSON  
GOVERNOR

May 15, 1970

All State Agencies and Institutions

Re: Budget Forms and Instructions for the 1973 Biennium

The Laws of Montana provide that the Governor must submit to each Legislative Assembly a budget or financial plan for the ensuing biennium. This is an essential aid to the executive and legislative branches for control of finances, and as a working guide to the administration of finances. The budget of each agency is presented to the Budget Division of the Department of Administration where a preliminary budget is prepared. The preliminary budget is the basis for formulation of the financial program which I will present to the Legislature.

The decisions which are made by the Budget Division and by the Legislature are based upon the budget presentation of each agency. Consequently, the validity of these decisions, as well as the entire budget, is determined by the quality of the information presented at the agency level.

As you know, the effective administration of state programs is essential to the conduct of responsive government. A significant improvement in state budgeting will be made as we are now implementing an improved program budget presentation, as requested by the last Legislature, and consistent with the current philosophies of governmental budgeting.

Careful and complete compliance with the spirit of the instructions contained in this manual will facilitate the budget process.

Sincerely,

A handwritten signature in black ink, appearing to read "Forrest H. Anderson".  
FORREST H. ANDERSON  
Governor





STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
HELENA 59601

May 15, 1970

TO: *All State Agencies and Institutions*

FROM: *Keith L. Colbo  
Director  
Budget Division  
Department of Administration*

*Enclosed is a supply of budget forms, a budget manual, and a copy of your program structure for the 1973 Biennium.*

*Please study the budget instruction manual carefully before working on your budget request. Several changes have been incorporated into these new forms, instructions, and program structure. These changes are fully explained in the budget instruction manual; however, if you have any questions, please do not hesitate to contact the Budget Division, Department of Administration.*

KLC:ks



## FORWARD

The *Executive Budget Manual* has been prepared by the Budget Division of the Department of Administration for the purpose of assisting agencies to comply with statutory and Budget Division requirements for the preparation and submission of budget requests for the 1973 *Executive Budget* presentation.

This 1973 *Executive Budget* will be substantially different from previous budgets in that it will be built on the program concept of budgeting. Each agency's activities will be summarized by program. This budget represents a significant step forward in fiscal administration in the State of Montana.

This manual is preceded by a "Glossary of Terms". The meaning of these terms should be carefully studied and understood before proceeding through the balance of these instructions.

### SECTION I - PROGRAM BUDGET FORMAT

### SECTION II - BUDGET REQUEST PREPARATION

### SECTION III - SAMPLE BUDGET PRESENTATION

Each agency should carefully and completely comply with the instructions contained herein in order that a meaningful budget document may be developed for presentation to the 1971 Legislative Assembly. Any questions which may arise regarding either the forms or the instructions should be referred to the Budget Division, Department of Administration.



## GLOSSARY OF TERMS

### *GOAL*

A statement of the ultimate purpose or condition at which each level of the program structure is directed.

### *OBJECTIVE*

A quantified statement of the desired level of accomplishment to obtain the stated goal(s) within a specified period of time.

### *INPUT*

A measurement of the manpower, equipment, and dollars needed to achieve the stated objectives.

### *OUTPUT*

A quantified measurement of the degree of accomplishment of a planned activity.

### *FUNCTION*

A group of related activities aimed at accomplishing a major responsibility of State Government.

### *MAJOR PROGRAM AREA*

A segment of a major functional area of State Government that includes a group of the same or similar objectives or services.

### *PROGRAM*

A segment of a major program area that includes a combination of planned efforts to provide a service. Programs are generally, entirely within a single agency.

### *SUB-PROGRAM*

A segment of a program which relates to specific purpose or area of service.

### *ELEMENT*

A unit(s) of work designed to accomplish a sub-program.

### *CURRENT LEVEL SERVICES*

Current level services includes the following two factors:

- A. Anticipated growth or decline in the population or area now affected by your program.
- B. Appropriate price level increases or decreases in the cost of materials used for the program.

### *EXPANDED SERVICES*

Expanded services comprises the estimated cost of extending the existing services to an additional segment of the program population or area not previously served. As an expanded service, the program purposes and goals do not change to serve the population or area. The costs attributable to expanded services should be computed on a basis comparative to current level services.

### *NEW SERVICE REQUIREMENTS*

New service requirements include the cost of providing new services and/or activities which are related to the existing services and activities of a program. New service requirements are for those services which have not been provided previously as opposed to expanded services, which is the extension of the same services or activities to a greater population or area.



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## SECTION I

### PROGRAM BUDGET FORMAT

#### INTRODUCTION

*In recent years, much interest and concern has grown among governmental administrators about the necessity for better planning of long-range goals and forecasting of the expenditures which will be required to attain those goals. As a result of this concern, much has been said and written regarding a relatively old concept with some new refinements, commonly referred to as Planning-Programming-Budgeting System (PPBS).*

*The Budget Division of the State of Montana, and others, have shared in this concern that in the pursuit of short-run objectives we may be losing sight of larger goals. Therefore, in an attempt to effect a reversal of this trend, it has been decided that the budget for the 1973 Biennium will be presented on a modified program basis. This represents an initial step toward the development of PPBS for the State of Montana.*

*Program budgeting is essentially a system of planning and budgeting by programs which are goal oriented. It is directed toward levels of output of goods and services instead of toward the means (objects of expenditure) used to reach an output, and it is designed to provide a basis for the comparison of alternative ways of attaining desired goals. It is, in short, the systematic comparison of expenditures with planned goals.*

*The Budget Division, in developing a program budget structure for the State of Montana, first determined that all State activities would be broken down into five levels for reporting purposes as follows:*

- I. Function
- A. Major Program Area
  - I. Program
    - a. Sub-program
      - (1) Element

*Each of these levels is explained in detail in the sections that follow. The currently existing programs of the various agencies were then studied, and a proposed new program structure was developed for each agency. The agencies were contacted individually to secure final agreement on the program structures to be used for development of the "1971-73 Executive Budget". This section is devoted, then, to an in-depth explanation of the program structure in its final form and to instructions for the completion of the required program statements and agency statements.*

## I. PROGRAM STRUCTURE

### A. STATE-WIDE PROGRAM STRUCTURE

1. **FUNCTIONS:** The state-wide program structure has been developed by the Budget Division of the Department of Administration for the purpose of classifying all Executive Branch activities in accordance with their fundamental objectives. The same principle will apply to Legislative and Judicial activities, but these will be handled separately. To facilitate such a classification, a basic structure consisting of eight broad areas of activity has been adopted and these areas have been titled Functions.
2. **MAJOR PROGRAM AREAS:** Each function, or functional area, is further sub-categorized into several areas of narrower definition called Major Program Areas.
3. **STATE-WIDE PROGRAM STRUCTURE OUTLINE:** The state-wide program structure, as currently proposed, is shown below:

<i>FUNCTIONS</i>	<i>MAJOR PROGRAM AREAS</i>
<i>General Government</i>	<i>General Administrative Support</i> <i>Fiscal Management</i> <i>Intergovernmental Relations</i>
<i>Economic Development and Regulation</i>	<i>Livestock and Agriculture</i> <i>Commercial and Industrial</i> <i>Occupational</i> <i>Administration</i>
<i>Education</i>	<i>Primary and Secondary Education</i> <i>Higher Education</i> <i>Special Education</i> <i>Administration</i>
<i>Health, Welfare, and Rehabilitation</i>	<i>Public Health</i> <i>Mental Health</i> <i>Environmental Control</i> <i>Physical Rehabilitation</i> <i>Social Rehabilitation</i> <i>Treatment and Domiciliary Care</i> <i>Welfare Assistance and Services</i> <i>Administration</i>
<i>Labor and Employment</i>	<i>Employment</i> <i>Regulation</i> <i>Insurance and Compensation</i> <i>Administration</i>
<i>Natural Resources and Recreation</i>	<i>Forest</i> <i>Land</i> <i>Water</i> <i>Wildlife</i> <i>Recreation</i> <i>Administration</i>
<i>Public Safety</i>	<i>Accident Prevention and Control</i> <i>Military and Civil Defense</i>
<i>Transportation</i>	<i>Air</i> <i>Land</i>

4. **AGENCY CLASSIFICATION:** As previously stated, all Executive Branch activities of State Government and, therefore, all agency groupings of such activities, fall within

the structure outlined above. The schedules at the end of this section provide more detailed information showing where the various Executive Branch agencies fall within the state-wide program structure.

Legislative and Judicial Branch agencies will be handled separately. It should be noted that since several agencies have multiple major objectives, the programs of such agencies may fall into two or more major program areas. However, under current proposals no single agency is classified under more than one functional area.

**B. AGENCY PROGRAM STRUCTURE:** Much time and effort has been spent in recent months in attempting to develop workable and practical agency program structures. The Budget Division has contacted all State agencies in an effort to establish programs which meet the following criteria.

1. Meaningful in terms of attainment of desired objectives.
2. Value to agency for decision making.

It should be noted that these criteria are basic to the establishment of program budgeting. However, there are several additional requirements which will eventually have to be introduced to allow for refinement and upgrading of this system if true program budgeting is to be attained.

Within the program structure of any given agency, three levels of categorization are available as follows:

1. Program
2. Sub-program
3. Element

The extent to which the sub-program and element levels are utilized is governed by the size of the program which they comprise, and by the need of the agency for detailed analytical data groupings.

1. **PROGRAM:** As shown above, the first breakdown in an agency program structure is called a program. Each program is directed toward a major basic objective of the agency. For example, if a major objective of an agency was the prevention and control of disease, they might have a program titled Communicable Disease Control.
2. **SUB-PROGRAM:** Sub-programs are further breakdowns of a program area and, thus, are directed toward a narrower set of objectives within a program. In the example above, the program Communicable Disease Control might be broken down by specific disease and so a sub-program titled Measles Control might emerge. Sub-program breakdowns may be made on any one of several bases, including geographical areas of concern, target groups served, types of natural resources involved, or any other breakdown which is logical and will provide meaningful data.
3. **ELEMENT:** Elements are further breakdowns of a sub-program level and are the lowest level of categorization available under current proposals. In the example above, the sub-program titled Measles Control could be further broken down into the specific measures used, and we then might have an element titled Innoculations.

Having reached this level, we are in a position to determine size (number of inoculations administered) and perhaps to begin to measure effectiveness (reduction in number of measles cases).

4. **FORMAT FOR SUBMISSION:** It is felt that the proposed Agency Program Structure provides ample latitude to meet current needs for realistic and meaningful reporting and presentation of agency activities. However, in order to provide for a more complete understanding, each agency must also state, in narrative form, the goals and objectives of the programs which it administers and of the agency as a whole. To this end, the Budget Division has designed forms and instructions for Agency Statements and Program Statements which are included on the pages immediately following.

## AGENCY STATEMENT

Each agency is requested to complete *Form BD-7, Agency Statement*. The "Agency Statement" is basically a summarization of the various "Program Statements" of an agency. Therefore, those agencies which have only one program should ignore the "Program Statement" and complete only the "Agency Statement". The necessary information should be provided as detailed below and as shown in the sample form on the following page. "Agency Statements" should be submitted to the Budget Division not later than June 15, 1970.

- A. **AGENCY DESCRIPTION:** This should include, first, the statutory authority by which the agency was created. Secondly, it should contain a statement of agency goals and responsibilities. As with the "Program Statement", these goals should be stated in terms of output rather than in terms of the means used to arrive at an output.
- B. **AGENCY OBJECTIVES:** The agency objectives are the means used in attempting to attain the agency goals stated above. Again, as with program objectives, the agency objectives should be stated in terms of output of goods or services, and size indicators should be used where appropriate.

## STATE OF MONTANA

## AGENCY STATEMENT

Form BD-7

UNIT OR AGENCY State Water Department  
Date May 15, 1970

AGENCY DESCRIPTION

The State Water Department, created in 1951, is provided for in Sections 98-101 through 98-123, Revised Codes of Montana, 1947. It is responsible for the installation and maintenance of adequate water systems for buildings in the Capitol Complex and strives to provide modern and professional service at a minimum of cost. In recent years, Federal Grants have become available for Comprehensive Community Planning of water systems, and this agency is charged with obtaining and administering such grants.

AGENCY OBJECTIVES

The objectives of the State Water Department fall essentially into two areas. First, in connection with the Capitol Complex water system, the Department is making every attempt to maintain a modern system through timely maintenance and replacement of old lines. With reference to the planning grant activity, the major objective is to make cities aware of the availability of the grants and to aid in obtaining approval of application.

## PROGRAM STATEMENT

Each agency which has two or more programs is requested to complete *Form BD-8, Program Statement*. A separate form is required for each program and the necessary information should be provided as detailed below and shown in the sample form. "Program Statements" should be submitted to the Budget Division not later than June 15, 1970, and should be based on the new program structure as approved for each agency.

- A. **PROGRAM DESCRIPTION:** This should contain a brief description of the program and of the goals which the program is designed to attain. These goals should be stated in terms of output impact rather than in terms of the means employed to reach a given output. For example, if the program is one of fire protection, then a goal might be a reduction in the loss of life and property from fires.
- B. **PROGRAM OBJECTIVES:** A program objective is a statement of a means which is employed in attempting to attain a goal. Objectives should be stated in terms of output of goods or services. For example, in a fire protection program, some objectives might be the establishment of new fire protection districts, training of fire-fighters, or education of the public. Reference should also be made to program size, not in terms of input (number of people employed, dollars spent, etc.), but rather in terms of output (highways constructed, inoculations given, permits or licenses issued, etc.).

<b>PROGRAM STATEMENT</b>		<b>STATE OF MONTANA</b>	<i>Form BD-8</i>
UNIT OR AGENCY	<u>State Water Department</u>		
PROGRAM	<u>Central Operations</u>		
Date <u>May 15, 1970</u>			
<b><u>PROGRAM DESCRIPTION</u></b>			
The Central Operations program of the State Water Department is charged with the day-to-day administrative duties of the Department consisting mainly of agency water service billings and personnel matters. The major goal of this program is increased efficiency in administrative operations through better management methods.			
<b><u>PROGRAM OBJECTIVES</u></b>			
It has been determined that due to the increased administrative workload resulting from increasing demands for water service in the Capitol area, a realignment of personnel in the Central Operations Program will be required in the coming biennium to attain maximum efficiency. Such a realignment will necessitate purchase of a posting machine, but will eliminate the alternative needs for additional personnel. The number of agency billings has increased from 1,436 during the 1966-67 Biennium to an estimated 3,150 for the 1971-73 Biennium.			

## EXECUTIVE BRANCH

### FUNCTION: GENERAL GOVERNMENT

	MAJOR PROGRAM AREAS		
	General Administrative Support	Fiscal Management	Intergovernmental Relations
ADMINISTRATION, DEPARTMENT OF AGING, COMMISSION ON	X	X	X
ATTORNEY GENERAL	X	X	X
ATTORNEYS, COUNTY	X		
AUDITOR	X	X	X
EQUALIZATION, BOARD OF EXAMINER, STATE		X	X
EXAMINERS, BOARD OF	X		
EXECUTIVE BRANCH STUDY	X		
GOVERNOR	X		X
INDIAN AFFAIRS, COORDINATOR OF LANDS AND INVESTMENTS, DEPARTMENT OF		X	X
MERIT SYSTEM	X		
SECRETARY OF STATE	X		
TRAFFIC SAFETY DIRECTOR			
TREASURER		X	
VETERANS WELFARE COMMISSION			X

## EXECUTIVE BRANCH

### FUNCTION: ECONOMIC DEVELOPMENT AND REGULATION

	MAJOR PROGRAM AREAS			
	Livestock and Agriculture	Commercial and Industrial	Occupational	Administration
ABSTRACTORS BOARD OF EXAMINERS				X
ACCOUNTANCY, BOARD OF				X
AGRICULTURE, DEPARTMENT OF	X			
ARCHITECTURAL EXAMINERS, BOARD OF				X
ATHLETIC COMMISSION				X
BARBER EXAMINERS, BOARD OF				X
CHIROPRACTIC EXAMINERS, BOARD OF				X
COSMETOLOGY, EXAMINING BOARD OF				X
COUNTY PRINTING COMMISSION		X		
DENTAL EXAMINERS, BOARD OF				X
ELECTRICAL BOARD			X	X
ENTOMOLOGIST, STATE	X			
FOOD DISTRIBUTORS, BOARD OF				X
HAIL INSURANCE, BOARD OF	X			
HEARING AID DISPENSERS, BOARD OF				X
HORSE RACING COMMISSION				X
LIOUOR CONTROL BOARD			X	
LIVESTOCK COMMISSION	X			
LIVESTOCK SANITARY BOARD	X			
MASSAGE, BOARD OF				X
MEDICAL EXAMINERS, BOARD OF				X
MILK CONTROL BOARD		X		
MORTICIANS, BOARD OF				X
NURSING, BOARD OF				X
NURSING HOME ADMINISTRATORS, BOARD OF				X
OIL AND GAS CONSERVATION COMMISSION			X	
OPTOMETRY, BOARD OF EXAMINERS IN				X
OSTEOPATHIC EXAMINERS, BOARD OF				X
PHARMACY, BOARD OF				X
PLANNING AND ECONOMIC DEVELOPMENT, DEPARTMENT OF				X
PLUMBING EXAMINERS, BOARD OF				X
PROFESSIONAL ENGINEERS AND LAND SURVEYORS, BOARD OF REGISTRATION FOR				X
RAILROAD COMMISSIONERS, BOARD OF		X		
REAL ESTATE COMMISSION				X
SANITARIANS REGISTRATION COUNCIL				X
VETERINARY MEDICAL EXAMINERS				X
WATER AND WASTE WATER OPERATORS, BOARD OF CERTIFICATION FOR				X
WATER WELL CONTRACTORS EXAMINING BOARD				X

## EXECUTIVE BRANCH

### FUNCTION: EDUCATION

	MAJOR PROGRAM AREAS			
	Primary and Secondary Education	Higher Education	Special Education	Administration
AGRICULTURAL EXPERIMENT STATION		X		
AGRICULTURAL EXTENSION SERVICE, COOPERATIVE		X		
DEAF AND BLIND, SCHOOL FOR			X	
EASTERN MONTANA COLLEGE		X		
EDUCATION, BOARD OF				X
EXECUTIVE SECRETARY, UNIVERSITY SYSTEM				X
HISTORICAL SOCIETY			X	
LIBRARY COMMISSION			X	
MONTANA ARTS COUNCIL			X	
MONTANA COLLEGE OF MINERAL SCIECNE AND TECHNOLOGY		X		
MONTANA STATE UNIVERSITY		X		
NORTHERN MONTANA COLLEGE		X		
PUBLIC INSTRUCTION, SUPERINTENDENT OF UNIVERSITY OF MONTANA	X	X	X	X
WESTERN MONTANA COLLEGE		X		

## EXECUTIVE BRANCH

### FUNCTION: HEALTH, WELFARE, AND REHABILITATION

	MAJOR PROGRAM AREAS						
	Public Health	Mental Health	Environmental Control	Physical Rehabilitation	Social Rehabilitation	Treatment & Domiciliary Care	Welfare Assistance & Services
BOULDER RIVER SCHOOL AND HOSPITAL		X					
CENTER FOR THE AGED						X	
CHILDRENS CENTER					X		
EASTMONT TRAINING CENTER		X					
GALEN STATE HOSPITAL						X	
HEALTH, DEPARTMENT OF INSTITUTIONS, DEPARTMENT OF MOUNTAIN VIEW SCHOOL	X		X			X	
PARDONS, BOARD OF						X	
PINE HILLS SCHOOL					X		X
PRISON, STATE						X	
PUBLIC WELFARE, DEPARTMENT OF							X
SWAN RIVER YOUTH CAMP				X			
VETERANS HOME					X		
VOCATIONAL REHABILITATION, DIVISION OF				X			X
WARM SPRINGS STATE HOSPITAL	X						

## EXECUTIVE BRANCH

### FUNCTION: LABOR AND EMPLOYMENT

	MAJOR PROGRAM AREAS			
	Employment	Regulation	Insurance and Compensation	Administration
EMPLOYMENT SECURITY COMMISSION	X			
INDUSTRIAL ACCIDENT BOARD			X	
LABOR AND INDUSTRY, DEPARTMENT OF		X		
PUBLIC EMPLOYEES RETIREMENT SYSTEM				X
TEACHERS RETIREMENT SYSTEM			X	

## EXECUTIVE BRANCH

## FUNCTION: NATURAL RESOURCES AND RECREATION

	MAJOR PROGRAM AREAS					
	Forest	Land	Water	Wildlife	Recreation	Administration
FISH AND GAME DEPARTMENT FORESTER, STATE	X			X	X	
GRASS CONSERVATION COMMISSION		X				
SOIL CONSERVATION COMMITTEE		X	X			
WATER RESOURCES BOARD			X			X

## EXECUTIVE BRANCH

### FUNCTION: PUBLIC SAFETY

	MAJOR PROGRAM AREAS	
	Accident Prevention and Control	Military and Civil Defense
ADJUTANT GENERAL		X
CIVIL DEFENSE		X
HIGHWAY PATROL	X	

## EXECUTIVE BRANCH

## FUNCTION: TRANSPORTATION

	MAJOR PROGRAM AREA	
	Air	Land
AERONAUTICS COMMISSION		
HIGHWAY COMMISSION	X	
REGISTRAR OF MOTOR VEHICLES		X
		X





**SECTION II**  
**BUDGET REQUEST PREPARATION**  
**INTRODUCTION**

*The instructions contained in this section of the "Executive Budget Manual" are intended to give each agency general guidelines and detailed direction to the completion of budget request forms. The instructions and forms to be used for the 1973 Biennial requests have been redesigned in several respects; however, basic format and information requirements are basically unchanged from previous presentations.*

*In addition to the instructions contained in this section, a sample budget presentation is included in Section III of this manual. The sample will illustrate the application of the 1973 Biennial Budget Forms.*

## I. GENERAL INSTRUCTIONS

A. **PROGRAM STRUCTURE:** All agency budget request data is to be presented in program form as defined in the introduction. Historical information should be prepared on the program structure maintained by the Accounting Division of the Department of Administration for fiscal years 1968 through 1970 and for fiscal year 1971. The program structure discussed in *Section I* of this manual will be used to present fiscal year 1972 and 1973 request data. A detailed breakdown of the program structure for your agency is enclosed. Each agency is encouraged to re-evaluate their program structure during the formulation of the budget request. Any changes should be reviewed and approved by the Budget Division prior to submission.

### B. BUDGET REQUESTS:

1. **DUE DATES:** Montana Law (Section 79-1013, R.C.M. 1947) requires that budget requests must be submitted to the Director of the Budget *on or before* the following dates:

*AUGUST 1, 1970*

*All State agencies, boards, bureaus, and commissions except custodial institutions, units of the Montana University System, and the Montana State Highway Commission*

*SEPTEMBER 1, 1970*

*Custodial institutions, units of the Montana University System, and the Montana State Highway Commission.*

Those agencies and institutions under the administrative jurisdiction of a board or commission which reviews and approves the budget request must plan to secure this approval prior to the above due dates.

Extra copies of this manual and budget forms are available upon request from the Budget Division, Department of Administration.

2. **COPIES:** All budget request forms and supplementary material are to be prepared in three copies. The original is to be sent to the Budget Division, Department of Administration, and the second copy is to be forwarded to the Legislative Fiscal Analyst, State Capitol Building, Helena. The third copy of the request should be maintained in the agency files.

3. **EXISTING LAW:** Budget requests must be based upon the existing *Laws of Montana* and are not to reflect any anticipated changes in revenue or expenditures by the Legislature.

If an agency knows that legislation will be presented which will affect the finances of its operation, then a memorandum should be submitted on white 8½ x 11 inch paper accompanied by a draft of the proposed legislation to the Budget Division. Upon receipt of the memorandum, the agency will be supplied with any necessary forms to be completed as a supplement to the original budget request. Legislation submitted in this manner will be considered in developing the Governor's legislative proposals.

4. **ACCURACY:** Budget request financial data for completed fiscal years must be in agreement with fiscal year balances of the State Controller's statements. Errors in the budget request, or failure to comply with these instructions will cause the budget requests to be returned to the agency for correction.

5. **NEAREST WHOLE DOLLAR:** Figures are to be rounded off to the nearest dollar amount; \$.01 to \$.50 will be shown as the lower whole dollar, \$.51 to \$.99 to the next higher dollar for all fiscal years.
6. **CASH BASIS:** Report all expenditures in the fiscal year in which they are paid. Purchase orders shall be in the year in which they are paid, NOT in the year in which they are encumbered. This is the basis on which expenditure data is maintained by the Accounting Division and reported on the State Controller's statements.
7. **PRIORITIES:** Capital items, repair and maintenance projects, and new positions shall be listed in order of agency priority for Budget Division review and recommendations.
8. **CAPITAL CONSTRUCTION PROJECTS:** Do not include in this operating budget request items such as building, remodeling, additions, and betterments. The following guidelines should be used in preparing your requests:
  - a. Expenditures relating to the following categories should be requested in the *Capital Construction Budget*:
    1. Requests for land, structures, and improvements and original equipment.
    2. Requests for renovation or modification of land or structures; and improvements and original equipment that extends the useful life or increases the value, but is not normal maintenance of land or structures.
    3. Requests for new equipment necessary to the operation of structures and improvements.
  - b. Expenditures relating to the following categories should be requested in the *Executive Budget*.
    1. Requests for normal maintenance, i.e., those expenditures necessary to prevent physical deterioration of fixed assets and their attached fixtures.
    2. Requests for new equipment not requiring renovation or modification of a structure or improvement.
    3. Requests for equipment such as trucks, automobiles, desks, typewriters, etc.
- C. **BUDGET HEARINGS:** Budget hearings will be scheduled with each agency by the Budget Division after review of the agency budget request. At this time, the agency will be given the opportunity to discuss items incorporated into the agency budget request. Based on these hearings, Budget Division recommendations will be transmitted to the Governor for his review and determination of priorities for inclusion in the *Executive Budget* submitted to the Forty-Second Legislative Assembly.

## II. AGENCY BUDGET WORK SHEET FORMS

### A. FORM 300-73, SUMMARY OF PROGRAM COSTS

This form is used to summarize information from *Form 310-73, Detail of Program Costs*. List, first, those agency programs presently being maintained by the Department of

Administration, Accounting Division. If the program structure for the 1973 Biennium involves only a program title change without a modification of the activities carried on under that program, change the title and include the 1972 and 1973 requested amounts on that line. New programs established to present the activities of your agency, that are not consistent with the existing structure, should be listed after the current programs and request data summarized for the 1972 and 1973 fiscal years only on those lines. When this form is completed, the sections "Total Program Costs", "Total Object Costs", and "Total Funding" must balance in dollar amounts.

Information listed under "Summary of Funding" on Form 300-73. may be summarized from the data on Forms 200-73. List funds and accounts involving your agency in this order:

*General Fund (Combine expenditures into one total for General Fund appropriations if your agency has more than one General Fund appropriation.)*

*Earmarked Revenue Fund (List accounts separately)*

*Sinking Fund (List accounts separately)*

*Federal and Private Revenue Fund (List accounts separately)*

*Federal and Private Grant Clearance Fund (List accounts separately)*

*Revolving Fund (List accounts separately)*

*Bond Proceeds and Insurance Clearance Fund (List accounts separately)*

*Trust and Legacy Fund (List accounts separately)*

*Agency Fund (List accounts separately)*

#### B. FORM 310-73, DETAIL OF PROGRAM COSTS

USE A SEPARATE FORM FOR EACH PROGRAM IDENTIFIED IN THE AGENCY BUDGET REQUEST. Transfer all pertinent totals from "Budget Justification" work sheets to this form matching object code classifications. The section titled "Expenditures by Fund and/or Account" reflects the financial sources which support the program. List the fund and accounts for each program in the order outlined for Form 300-73. When this form is completed, "Total Program Expenditures" and "Total Funding" figures must be identical.

#### C. FORM 200-73, DETAIL OF FUND AND/OR ACCOUNT

Use a separate form for each account from which your agency or institution expends money. If your agency or institution receives an appropriation from the General Fund, you are also to submit a separate form for that fund. It is not unusual for an agency to receive more than one appropriation from the General Fund; in this case, it is necessary to complete only one form for the total of all General Fund appropriations.

This form is designed as a general purpose form and, therefore, lists both appropriations and revenue. The appropriations line should be completed when reporting General Fund detail, and in those cases where an agency receives an appropriation from an account for which they are not administrably responsible for the collection or recording of revenue, to the account. The revenue line will be completed for all accounts reported other than the General Fund and those accounts mentioned above. In this manner, an agency will be reporting the financial status of the General Fund appropriation and/or the account activity for other funds and not the appropriation from the account.

Information contained in Form 200-73 must balance with records of the Department of Administration, Accounting Division. The revenue for each agency account, other than General Fund, should be estimated by the agency and categorized as either revenue or grant income. Any unusual increases or decreases should be fully explained in supplemental narrative. The figures shown as "Expenditures by Program" must balance to "Expenditures by Fund" on *Form 310-73, Detail of Program Costs*.

### III. BUDGET JUSTIFICATION FORMS

- A. **PREPARATION OF JUSTIFICATION FORMS:** Each program for which Form 310-73 is prepared requires supporting budget justification forms. All totals on these forms must be transferred to the corresponding object code lines shown on the *Form 310-73, Detail of Program Costs* for each program.
- B. **PROGRAM SERVICE LEVELS:** In order to evaluate budget requests, justification forms have been designed to define three levels of program service. The following definitions and guidelines govern the application of this concept:

1. **CURRENT LEVEL SERVICES:** To arrive at the contemplated amounts for "Current Level Services", the following two factors should be considered:
  - a. Anticipated growth or decline in the population or area now affected by your program.
  - b. Appropriate price level increases or decreases in the cost of materials used for the program.

These two factors provide the basis for computation of "Current Level Services".

2. **EXPANDED SERVICES:** The term "Expanded Services" comprises the estimated cost of extending the existing services to an additional segment of the program population or area not previously served. As an "Expanded Service", the program purposes and goals do not change to serve the new population or area. The costs attributable to "Expanded Services" should be computed on a basis comparative to "Current Level Services" above.
3. **NEW SERVICE REQUIREMENTS:** Reflects the cost of providing new services and/or activities which are related to the existing services and activities of a program. Requests designated as "New Service Requirements" are for those services which have not been provided previously as opposed to "Expanded Services", which is the extension of the same services or activities to a greater area or population.

- C. **SUPPLEMENTAL JUSTIFICATION:** Agencies requesting matching monies for cooperative programs are encouraged to submit supplemental data including (1) purpose of the program, (2) areas of application to Montana, and (3) matching ratios. Agencies are also urged to submit justification in addition to that contained on the justification forms, if it is felt that such data will better explain the request.

### D. INSTRUCTIONS FOR JUSTIFICATION FORMS

#### 1. FORM 101-73, SALARIES AND WAGES (CURRENT LEVEL POSITIONS)

Salaries and wages for State agencies and institutions are to be justified at the program level. Form 101-73 provides for the detailed justification of all current

level positions and for the summarization of positions requested on Form 101A-73 for expanded or new services. If all current level employees in a program cannot be listed on one form, then use as many as may be necessary. Entries from Form 101A-73 to complete this form, should be made on the last sheet utilized for those larger programs. It should be noted that new positions may be requested on this form to meet current level services under the definition of that term. Requests for new positions are not limited to expanded or new services. The totals from this form must agree with the corresponding information listed on the *Form 310-73, Detail of Program Costs*.

In the "1970 Expended" salary column, show the salary that was actually paid during that fiscal year for each position classification. Position classifications should be listed individually with like classifications grouped together. If more than one person held the same position during the 1970 fiscal year, list only the position classification and the name of the person holding the position on June 30, 1970. If the position is unfilled at June 30, 1970, indicate "Vacant" in the space provided for employee name. The salary column should indicate the total salaries that were paid to those people who held the position during the year. Overtime and replacement personnel for sick leave, vacation, and holiday purposes are to be requested as a separate composite item as distinguished from full-time or part-time permanent positions. Complete each appropriate position line by projecting the position requirements within the legislative guidelines for the 1971 fiscal year and the requested amounts for the 1973 Biennium.

If an employee works in more than one program, prorate that employee's salary in proportion to the number of months, weeks, or days that he spends working in each program position classification.

In the case of new positions requested on the *Salaries and Wages (Current Level Positions)* form, list the position classification and the estimated salary amount in the year in which the employee is expected to be hired. If more than one new employee is requested in a particular program, list the positions on a priority basis, i.e., the most essential position first. In the space provided for the employee's name, indicate that this is a new position.

Form 101-73 calls for the computation of "F.T.E." (Full-Time Equivalents). The following guidelines are offered to assist in these computations:

- a. All personnel on agency full-time or part-time payrolls are to be expressed on an F.T.E. basis. Do not include people compensated on a fee retainer or per diem basis.
- b. If an employee holds two distinct positions, the F.T.E. factor must be prorated, especially if the employee is assigned to more than one program.
- c. The basis for computing an F.T.E. is one year. Therefore, an F.T.E. of 1.00 indicates one employee held one position for one year. Express F.T.E. factors in decimal percentages carried out to the nearest hundredths.

WORK YEAR	EMPLOYEE WORKS	FRACTIONS	F.T.E.
2080 Hours	1120 Hours	1120/2080	.68
260 Days	162 Days	162/260	.62
52 Weeks	22 Weeks	22/52	.42
12 Months	10 Months	10/12	.83

## 2. FORM 101A-73, SALARIES AND WAGES (NEW POSITIONS REQUESTED)

This form is prepared to request and justify those new positions related to the conduct of "Expanded Services" or "New Service Requirements" at the program level. Under each category include individual position classifications requested; similar positions may be combined. The justification column should contain a brief, concise statement as to why the position is needed; broad, general statements will not be accepted.

The totals from Form 101A-73 are transferred to the corresponding section of Form 101-73 to complete the agency request for salaries and wages.

## 3. FORM 102-73, EMPLOYEE BENEFITS

Requests for "Employee Benefits" are to be distributed at the program level. Only those employee benefits which are paid by the State of Montana are included. Do not compute employee contributions or amounts which are withheld from employee earnings.

## 4. FORM 111-73, SUPPLIES AND MATERIALS AND COMMUNICATIONS

This form is to explain the costs of "Supplies and Materials and Communications" incurred within each program. List those categories of expenditures within each of these expenditure objects that are maintained in the books of your agency or which represent more than ten percent of each object total. Items of a special nature should be set out individually. In order to balance the information shown on this form with the information listed on *Form 310-73, Detail of Program Costs*, object 11, "Supplies and Materials"; and object 12, "Communications"; show all items which are not individually listed as a composite total.

## 5. FORM 113-73, UTILITIES AND TRAVEL

Justification for requests under the utility category should be presented using the guidelines as set out for Form 111-73.

List travel expenditures for board members and employees, but do not include compensation paid to board members. Include per diem and mileage paid to employees or board members for use of their private automobiles on State business, as well as the cost of operating State-owned vehicles used for travel.

## 6. FORM 115-73, CONTRACTED SERVICES AND SPECIAL FEES

Use the same general guidelines for completing this form as are set out for Form 111-73.

A specific line titled "Pro Rata" has been included under "Contracted Services" for the inclusion of those costs chargeable with State central services. The amount of these costs, as approved by the State Board of Review, have been transmitted to those agencies affected. Pro rata costs must be distributed through the program structure on the basis of financing, other than General Fund support. Additional guidance on the distribution will be available from the Budget Division.

Legislative Audit charges are reflected on the line titled "Accounting or Auditing" under "Special Fees". As with pro rata, Legislative Audit costs are to be reflected

as a cost item to the agency on the basis of non-General Fund support and must be distributed to the program level. That portion of the total charge related to the General Fund should not be included. The Legislative Post Auditor will inform each agency of the total anticipated cost to complete the audit. Since the schedule of when the audit will be undertaken is not known, the requested amount should be reflected in fiscal year 1972 unless otherwise directed.

#### 7. FORM 117-73, REPAIRS AND MAINTENANCE

Prepare one form for each fiscal year of the 1973 Biennium. Those projects considered as day-to-day maintenance of land or buildings may be submitted as a composite total. Classify projects relating to land separately from those relating to buildings and sub-total each classification.

Include all projects which are to be completed on a contract basis, as well as those projects which will be performed by employees of the agency. Justify the projects proposed to be performed by agency employees on the basis of capability and time available for completion of the job. Do not include the salaries paid to employees of the agency when estimating the cost.

Do not include requests for construction of buildings, remodeling, or additions to existing buildings.

#### 8. FORM 121-73, CAPITAL EQUIPMENT

Requests for equipment must be identified as replacement or new. Items classified as replacements are items completely disposed of by the agency. All replacements must be requested on a cost less trade-in, or net basis. IN ORDER OF PRIORITY for each fiscal year of the 1973 Biennium, list requests for new equipment, such as trucks, automobiles, desks, typewriters, etc. (to be used on other than proposed buildings, new or remodeled, or proposed additions to an existing structure), and requests for livestock which includes the cost of live animals that are a part of a herd or flock.

Do not include requests for land or new structures; or remodeling or additions to existing buildings, including new equipment, which would extend the useful life or increase the value of these structures.

List requests for livestock and equipment separately and sub-total each classification. Use catalog or manufacturer's price list to estimate the cost of items.

In the justification column, state briefly and specifically why each item is needed. Broad, general, all-inclusive statements will not be accepted, and such items will be deleted from the request.

#### 9. FORM 131-73, GRANTS AND BENEFITS

Explain the costs and purposes of "Grants and Benefits" administered within each program for each fiscal year. Identify each specific item if there is more than one item per program.





**SECTION III**  
**SAMPLE BUDGET PRESENTATION**  
**INTRODUCTION**

*The following budget request has been prepared to illustrate and to add clarity to Section 2, "Budget Request Preparation". The agency, names, and amounts presented are all fictitious. Justification material presented in narrative form has purposely been kept brief.*

*The sample budget presentation should be used as a guideline for the format and manner of completing the forms. The sample contains probable budgetary considerations that have presented questions in the budget requests of prior biennia.*



STATE WATER DEPARTMENT  
PROGRAM STRUCTURE

I. General Government (Function)

A. General Administrative Support (Major Program Area)

1. Central Operations (Program)
2. Maintenance and Service (Program)



STATE OF MONTANA  
AGENCY BUDGET WORK SHEET

Form 300-73

SUMMARY OF PROGRAM COSTS UNIT OR AGENCY STATE WATER DEPARTMENT LOCATED AT HELENA	1969 BIENNIAL EXPENDED 1968		1971 BIENNIAL EXPENDED 1970		1973 BIENNIAL REQUESTED 1972		1973 BIENNIAL RECOMMENDED 1973	
	Montana			ANTICIPATED 1971		REQUESTED 1973	RECOMMENDED 1972	Budget Office Use Only
<b>FULL TIME EQUIVALENT EMPLOYEES</b>								
<b>SUMMARY OF PROGRAM COSTS:</b>								
00 Central Operations	37,143	37,401	40,884	41,790	94,564	108,009		
01 Maintenance & Service	76,555	81,426	83,635	94,420	153,160	138,918		
02								
03								
04								
05								
06								
07								
08								
09								
<b>TOTAL PROGRAM COSTS</b>	113,698	118,827	124,519	136,210	247,724	246,927		
<b>SUMMARY OF OBJECT COSTS:</b>								
Personal Services	73,301	77,802	81,878	88,579	114,424	119,927		
Operation	32,143	35,174	38,438	42,668	64,300	63,100		
Capital	8,254	5,851	4,203	4,963	19,000	3,900		
Total Operating Costs	= 113,698	= 118,827	= 124,519	= 136,210	= 197,724	= 186,927		
Total Grants & Benefits	= 0	= 0	= 0	= 0	= 50,000	= 60,000		
<b>TOTAL OBJECT COSTS</b>	113,698	118,827	124,519	136,210	247,724	246,927		
<b>SUMMARY OF FUNDING: (Fund and/or Account)</b>								
General Fund	37,143	37,401	40,884	41,790	71,224	57,927		
Earmarked Revenue Fund								
Water Department Account	76,555	81,426	83,635	94,420	126,500	129,300		
Federal & Private Grant Clr. Fund								
Community Planning Account	-0-	-0-	-0-	-0-	50,000	60,000		
<b>TOTAL FUNDING</b>	113,698	118,827	124,519	136,210	247,724	246,927		



DETAIL OF FUND AND OR ACCOUNT

STATE OF MONTANA  
AGENCY BUDGET WORK SHEET

Form 200-73

UNIVERSITY STATE WATER DEPARTMENT		1969 BIENNIUM		1973 BIENNIUM	
GENERAL FUND	GENERAL FUND	EXPENDED 1968	EXPENDED 1969	EXPENDED 1970	EXPENDED 1971
BALANCE BEGINNING OF FISCAL YEAR	5,200	5,557	894	183	-0-
ADD: Appropriation	37,500	38,000	40,500	42,000	-0-
Revenue					
Grants					
Transfers in by Source:					
Other Sources of Revenue:					
TOTAL RECEIPTS	37,500	38,000	40,500	42,000	71,224
TOTAL FUNDS AVAILABLE	42,700	43,557	41,394	42,183	57,927
DEDUCT: Expenditures by Program:					
Central Operations	37,143	37,401	40,884	41,790	44,564
Maintenance & Service	-0-	-0-	-0-	-0-	26,660
Transfers Out by Disposition:					
Appropriation Reversion	-0-	5,262	327	393	-0-
Other Deductions:					
TOTAL DEDUCTIONS	37,143	42,663	41,211	42,183	71,224
BALANCE END OF FISCAL YEAR	5,557	894	183	-0-	-0-

Plant talk and electric recommendations or differences between the figures shown above and the Controllers records



## DETAIL OF FUND AND OR ACCOUNT

STATE OF MONTANA  
AGENCY BUDGET WORK SHEET

Form 249-73

UNIT OR ACT. IN STATE WATER DEPARTMENT	1969 BIENNIAL EXPENDED 1968	EXPENDED 1969	1921 BIENNIAL EXPENDED 1970	ANTICIPATED 1971	1923 BIENNIAL REQUESTED 1972	1973 REQUESTED
Fund Name: EARNMARKED REVENUE FUND Account Name: STATE WATER DEPARTMENT, 299990						
BALANCE BEGINNING OF FISCAL YEAR	26,843	65,112	75,696	75,307	75,887	46,387
ADD:						
Appropriation						
Revenue	89,824	92,010	93,246	95,000	97,000	102,000
Grants						
Transfers in by Source:						
Bond Proceeds - 601000	25,000	-0-	-0-	-0-		
Other Sources of Revenue:						
TOTAL RECEIPTS	114,824	92,010	93,246	95,000	97,000	102,000
TOTAL FUNDS AVAILABLE	141,667	157,122	168,942	170,307	172,887	148,387
DEDUCT: Expenditures by Program:						
Maintenance & Service	76,555	81,426	83,635	94,420	126,500	129,000
Transfers Out by Disposition:						
Investments	-0-	-0-	10,000	-0-	-0-	-0-
Non-Program Reversion						
Other Deductions						
TOTAL DEDUCTIONS						
BALANCE END OF FISCAL YEAR	65,112	75,696	75,307	75,887	46,387	19,387

I understand that the figures given above and the differences between the figures shown above and the controller's records







STATE OF MONTANA							AGENCY BUDGET WORK SHEET							
DETAIL OF PROGRAM COSTS			1969 BIENNIUM			1971 BIENNIUM			1973 BIENNIUM			1973 BIENNIUM		
UNIT OR W.F.N.C. STATE WATER DEPARTMENT PROGRAM AND CENTRAL OPERATIONS			EXPENDED 1968		EXPENDED 1969		EXPENDED 1970		ANTICIPATED 1971		REQUESTED 1972		REQUESTED 1973	
<b>FULL TIME EQUIVALENT EMPLOYEES</b>			5.00	5.00			5.25		5.25		5.25		5.25	
01 Salaries & Wages	27,850	29,125		30,500			31,980		33,579		35,259			
02 Employee Benefits	2,235	2,436		2,568			2,974		3,535		3,650			
03 Total Personal Services	= 30,085	= 31,561	=	= 33,068	=		= 34,954	=	= 37,114	=	= 38,909	=		
04 Supplies & Materials	2,437	2,516		2,672			2,895		3,000		3,200			
05 Communications	722	852		986			1,043		1,100		1,150			
06 Utilities	354	456		621			725		775		800			
07 Travel	723	648		709			794		900		950			
08 Contracted Services	472	484		464			523		550		575			
09 Special Fees	187	193		200			234		250		250			
10 Repairs & Maintenance - Equipment	163	159		164			186		175		175			
11 Repairs & Maintenance - Land														
12 Repairs & Maintenance - Buildings														
13 Total Operation	= 5,058	= 5,315	=	= 5,816	=		= 6,400	=	= 6,750	=	= 7,100	=		
14 Capital - Equipment	2,000	525		2,000			436		700		2,000			
15 Capital - Livestock														
16 Total Capital	= 2,000	= 525	=	= 2,000	=		= 436	=	= 700	=	= 2,000	=		
<b>TOTAL OPERATING COSTS</b>	<b>37,143</b>	<b>37,401</b>		<b>40,884</b>			<b>41,790</b>		<b>44,564</b>		<b>48,009</b>			
31 Grants & Benefits (Specify) Community Planning	-0-	-0-		-0-			-0-		50,000		60,000			
<b>TOTAL GRANTS &amp; BENEFITS</b>	<b>-0-</b>	<b>-0-</b>		<b>-0-</b>			<b>-0-</b>		<b>50,000</b>		<b>60,000</b>			
<b>TOTAL PROGRAM COSTS</b>	<b>37,143</b>	<b>37,401</b>		<b>40,884</b>			<b>41,790</b>		<b>94,564</b>		<b>108,009</b>			
EXPENDITURES BY FUND AND OR ACCOUNT (Specify)														
General Fund	37,143	37,401		40,884			41,790		44,564		48,009			
Federal & Private Grant Clr. Fund														
Community Planning Account	-0-	-0-		-0-			-0-		50,000		60,000			
<b>TOTAL FUNDING</b>	<b>37,143</b>	<b>37,401</b>		<b>40,884</b>			<b>41,790</b>		<b>94,564</b>		<b>108,009</b>			



## SALARIES &amp; WAGES (CURRENT LEVEL POSITIONS)

STATE OF MONTANA  
BUDGET JUSTIFICATION

Form 101-73

POSITION CLASSIFICATION	EMPLOYEE NAME	1970 EXPENDED		1971 ANTICIPATED		1972 REQUESTED		1973 REQUESTED		1972 RECOMMENDED		1973 RECOMMENDED	
		FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE	SALARY
Director	Smith, John C	10,000-12,000	1.00	9,600	1.00	10,080	1.00	10,584	1.00	11,110			
Assistant Director	Doe, John D.	8,000-10,000	1.00	8,000	1.00	8,400	1.00	8,820	1.00	9,261			
Accounting - Clerk III	Jones, Mary H.	4,500- 6,000	1.00	4,500	1.00	4,725	1.00	4,960	1.00	5,208			
Secretary I	Burke, Hazel	3,900- 5,000	1.00	3,900	1.00	4,095	1.00	4,300	1.00	4,515			
Clerk II	Worth, Peggy	3,600- 4,500	1.00	3,600	1.00	3,780	1.00	3,970	1.00	4,170			
Clerk I	Brown, Nancy R.	--	.25	900	.25	900	.25	945	.25	995			
TOTAL CURRENT LEVEL POSITIONS		5.25	30,500	5.25	31,980	5.25	33,579	5.25	35,259				
TOTAL NEW POSITIONS - EXPANDED SERVICES (Form 101A-73)						-0-	-0-	-0-	-0-	-0-	-0-	-0-	
TOTAL NEW POSITIONS - NEW SERVICE REQUIREMENTS (Form 101A-73)						-0-	-0-	-0-	-0-	-0-	-0-	-0-	
TOTAL SALARIES & WAGES		5.25	30,500	5.25	31,980	5.25	33,579	5.25	35,259				



STATE OF MONTANA BUDGET JUSTIFICATION				Form 142-7	
EMPLOYEE BENEFITS		BUDGET OFF. USE ONLY		1972 REQUESTED	1973 REQUESTED
1. STATE WATER DEPARTMENT PROVIDED FOR INCENTRAL OPERATIONS					BUDGET OFF. USE ONLY
Public Employees Retirement System .043 X 33,579	1,444			Public Employees Retirement System .043 X 35,259	
Annual Earnings				Annual Earnings	
Teachers Retirement System .045 X	-0-			Teachers Retirement System .045 X	-0-
Annual Earnings				Annual Earnings	
Industrial Accident .0015 X 14,175	21			Industrial Accident .0015 X 14,888	22
Annual Earnings				Annual Earnings	
.0050 X 19,404	97			.0050 X 20,371	102
Annual Earnings				Annual Earnings	
.0190 X				.0180 X	
Annual Earnings X				Annual Earnings X	
Rate Annual Earnings				Rate Annual Earnings	
F.I.C.A. (Social Security) .052 X 29,775	1,548			F.I.C.A. (Social Security) .052 X 30,488	1,585
Annual Earnings to \$7,800.				Annual Earnings to \$7,800.	
Employee Insurance 5.00 X \$85.00	425			Employee Insurance 5.00 X \$85.00	425
No. of Participating Employees		Average State Contribution		No. of Participating Employees	Average State Contribution
TOTAL EMPLOYEE BENEFITS				TOTAL EMPLOYEE BENEFITS	
CURRENT LEVEL SERVICES		3,535		CURRENT LEVEL SERVICES	3,650
EXPANDED SERVICES		3,535		EXPANDED SERVICES	3,650
NEW SERVICE REQUIREMENTS				NEW SERVICE REQUIREMENTS	3,650
TOTAL EMPLOYEE BENEFITS		3,535		TOTAL EMPLOYEE BENEFITS	3,650



**SUPPLIES & MATERIALS & COMMUNICATIONS****STATE OF MONTANA  
BUDGET JUSTIFICATION**

UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION CENTRAL OPERATIONS	1971 BIENNIUM		1973 BIENNIUM		1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 RECOMMENDED
	1970 EXPENDED	1971 ANTICIPATED	1972 EXPENDED	1973 ANTICIPATED				
<b>SUPPLIES &amp; MATERIALS</b>								
Current Level Services	2,672	2,895						
Expanded Services								
New Service Requirements								
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>2,672</b>	<b>2,895</b>	<b>3,000</b>	<b>3,200</b>				
<b>AGENCY CATEGORY (specify)</b>								
Office Supplies	894	954	1,250	1,350				
Printing	672	680	700	800				
Letterheads, Envelopes	427	434	450	450				
Other	679	827	600	600				
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>2,672</b>	<b>2,895</b>	<b>3,000</b>	<b>3,200</b>				

*Describe expanded or new service requirements:***COMMUNICATIONS**

TOTAL COMMUNICATIONS	1971 BIENNIUM		1973 BIENNIUM		1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 RECOMMENDED
	1970 EXPENDED	1971 ANTICIPATED	1972 EXPENDED	1973 ANTICIPATED				
<b>AGENCY CATEGORY (specify)</b>								
Telephone	454	480	520	520				
Teletype	-0-	-0-	-0-	-0-				
Postage	512	506	500	550				
Other	20	57	80	80				
<b>TOTAL COMMUNICATIONS</b>	<b>986</b>	<b>1,043</b>	<b>1,100</b>	<b>1,150</b>				

*Describe expanded or new service requirements:*



**UTILITIES & TRAVEL**  
**UNIT OR M.L.N.C. STATE WATER DEPARTMENT**  
**PROGR.A&OR FLNCTN/CNTRL OPERATIONS**

<b>STATE OF MONTANA BUDGET JUSTIFICATION</b>					
		1970-1971 BIEENNIAL		1972-1973 BIEENNIAL	
		EXPENDED	ANTICIPATED	1972 REQUESTED	1973 REQUESTED
<b>UTILITIES</b>					
Current Level Services	621	725	775	800	
Expanded Services					
New Service Requirements					
<b>TOTAL UTILITIES</b>	<b>621</b>	<b>725</b>	<b>775</b>	<b>800</b>	
<b>AGENCY CATEGORY (specify)</b>					
Electricity	300	350	375	375	
Gas	321	375	400	425	
Water					
<b>TOTAL UTILITIES</b>	<b>621</b>	<b>725</b>	<b>775</b>	<b>800</b>	
<i>Do not include travel or new service requirements.</i>					
<b>TRAVEL (In-State)</b>					
Current Level Services	629	674	700	750	
Expanded Services					
New Service Requirements					
<b>TOTAL IN-STATE TRAVEL</b>	<b>629</b>	<b>674</b>	<b>700</b>	<b>750</b>	
<b>TRAVEL (Out-of-State)</b>					
Current Level Services	80	120	200	200	
Expanded Services					
New Service Requirements					
<b>TOTAL OUT-OF-STATE TRAVEL</b>	<b>80</b>	<b>120</b>	<b>200</b>	<b>200</b>	
<b>TOTAL TRAVEL</b>	<b>709</b>	<b>794</b>	<b>900</b>	<b>950</b>	
<i>Do not include travel or new service requirements.</i>					

Form 113-73

1970-1971 BIEENNIAL  
1972 REQUESTED

1972-1973 BIEENNIAL  
1972 REQUESTED



## CONTRACTED SERVICES &amp; SPECIAL FEES

STATE OF MONTANA  
BUDGET JUSTIFICATION

Form 115-3

UNIT OR AGENCY, STATE WATER DEPARTMENT PROGRAM OR FUNCTION, CENTRAL OPERATIONS	1970 EXPENDED	1971 BIENNIUM		1972 REQUESTED	1973 REQUESTED	1972 BIENNIUM	1973 RECOMMENDED
		1971 ANTICIPATED	1972 REQUESTED				
CONTRACTED SERVICES							
Current Level Services	464	523	550	575			
Expanded Services							
New Service Requirements							
<b>TOTAL CONTRACTED SERVICES</b>	<b>464</b>	<b>523</b>	<b>550</b>	<b>575</b>			
AGENCY CATEGORY (specify)							
Pro Rata	-0-	-0-	-0-	-0-			
Dues & Subscriptions	229	235	240	240			
Bond & Insurance	200	225	225	250			
Other	35	63	85	85			
<b>TOTAL CONTRACTED SERVICES</b>	<b>464</b>	<b>523</b>	<b>550</b>	<b>575</b>			

Describe expanded or new service requirements:

## SPECIAL FEES

Current Level Services	200	234	250	250
Expanded Services				
New Service Requirements				
<b>TOTAL SPECIAL FEES</b>	<b>200</b>	<b>234</b>	<b>250</b>	<b>250</b>
AGENCY CATEGORY (specify)				
Board or Commission	75	100	125	125
Attorney	125	134	125	125
Accounting or Auditing				
<b>TOTAL SPECIAL FEES</b>	<b>200</b>	<b>234</b>	<b>250</b>	<b>250</b>

Describe expanded or new service requirements:



STATE OF MONTANA  
BUDGET JUSTIFICATION  
REPAIRS & MAINTENANCE

Form 11-7-3

UNIT OR AGENCY STATE WATER DEPARTMENT  
PROGRAM OR FUNCTION CENTRAL OPERATIONS  
FISCAL YEAR 1972 Page 1 of 1 Pages

STATE OF MONTANA  
BUDGET JUSTIFICATION

## BUDGET JUSTIFICATION

UNIT OR AGENCY STATE WATER DEPARTMENT  
PROGRAM OR FUNCTION CENTRAL OPERATIONS  
FISCAL YEAR 1972 Page 1 of 1 Pages

### **List Repairs & Maintenance projects requested in priority order:**

## Typewriters (2)

## Calculators (2)

- Normal periodic repair on 3 year old typewriters
- Calculators are 4 and 5 years old and require increasing repair.

Fiscal Year 1973

## Typewriters (2)

## Calculators (2)

Normal repair as above for the 1973 fiscal year  
Repair & Maintenance for calculators

TOTAL REPAIRS & MAINTENANCE

## TOTAL REPAIRS & MAINTENANCE

## **TOTAL REPAIRS & MAINTENANCE**



STATE OF MONTANA  
BUDGET JUSTIFICATION

CAPITAL EQUIPMENT

UNIT OR AGENCY STATE WATER DEPARTMENT  
PROGRAM OR FUNCTION CENTRAL OPERATIONS  
EFFECTIVE DATE APR 1972 Page 1 of 1 Pages

*1/ List capital items requested in priority order*  
REPLACEMENT OF EXISTING EQUIPMENT (1)

### Calculator

Form 171-73

BUDGET OFFICE  
USE ONLY

#### NEW EQUIPMENT ACQUISITION

Decision

To replace desk borrowed from the Finance Office.

## TOTAL REBATEMENT OF EXISTING EQUIPMENT

100

200

TOTAL NEW EQUIPMENT ACQUISITIONS	200
TOTAL CAPITAL EQUIPMENT	700



STATE OF MONTANA  
BUDGET JUSTIFICATION

CAPITAL EQUIPMENT		STATE OF MONTANA BUDGET JUSTIFICATION	
UNIT OR AGENCY STATE, MATER. DEPARTMENT PROGRAM OR FUNCTION, CENTRAL OPERATIONS FISCAL YEAR 1923 Page 1 of 1 Pages	QUANTITY	NARRATIVE JUSTIFICATION	COST
REPLACEMENT OF EXISTING EQUIPMENT (1) <i>(List capital items requested in priority order)</i>		<p>1 The automobile used by this Department logs 50,000 miles per year. A complete overhaul is now pending at 100,000; however, it is not advisable. This automobile is requested on the basis of programmed replacement at 100,000 miles 2,000</p>	
NEW EQUIPMENT ACQUISITION		TOTAL REPLACEMENT OF EXISTING EQUIPMENT 2,000	
		TOTAL NEW EQUIPMENT ACQUISITIONS	
		TOTAL CAPITAL EQUIPMENT 2,000	

(1) Include condition and date of acquisition in narrative justification for all equipment being replaced.







## STATE OF MONTANA

## DETAIL OF PROGRAM COSTS

## AGENCY BUDGET WORK SHEET

Form 310-72

UNIT OR ACT. NO. STATE WATER DEPARTMENT  
PROGRAM MAINTENANCE & SERVICE

	1969 BIENNIAL EXPENDED 1968		1971 BIENNIAL EXPENDED 1970		1971 BIENNIAL ANTICIPATED 1971		1973 BIENNIAL REQUESTED 1972		1973 BIENNIAL REQUESTED 1973	
	EXPENDED 1969	EXPENDED 1968	EXPENDED 1970	EXPENDED 1970	REQUESTED 1972	REQUESTED 1973	REQUESTED 1972	REQUESTED 1973	RECOMMENDED 1972	RECOMMENDED 1973
<b>FULL TIME EQUIVALENT EMPLOYEES</b>										
01 Salaries & Wages	39,965	42,727	44,850	48,000	69,540	72,950				
02 Employee Benefits	3,251	3,514	3,960	5,625	7,770	8,068				
Total Personal Services	= 43,216	= 46,241	= 48,810	= 53,625	= 77,310	= 81,018				
11 Supplies & Materials	18,726	20,549	22,423	25,686	44,000	45,200				
12 Communications	487	526	542	632	650	700				
13 Utilities	1,156	1,225	1,390	1,500	1,600	1,700				
14 Travel	786	803	846	873	1,150	1,200				
15 Contracted Services	1,249	1,360	1,552	1,627	1,650	1,700				
16 Special Fees	-0-	230	-0-	-0-	1,500	-0-				
17 Repairs & Maintenance - Equipment	2,682	3,350	3,785	4,050	4,500	3,000				
18 Repairs & Maintenance - Land	543	427	652	400	750	500				
19 Repairs & Maintenance - Buildings	1,456	1,389	1,432	1,500	1,750	2,000				
Total Operation	= 27,082	= 29,859	= 32,622	= 36,268	= 57,550	= 56,000				
21 Capital - Equipment	6,254	5,326	4,527	4,527	18,300	19,900				
22 Capital - Livestock										
Total Capital	= 6,254	= 5,326	= 2,203	= 4,527	= 18,300	= 1,900				
<b>TOTAL OPERATING COSTS</b>										
31 Grants & Benefits (specify)	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
<b>TOTAL GRANTS &amp; BENEFITS</b>										
TOTAL PROGRAM COSTS	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
EXPENDITURES BY FUND AND/OR ACCOUNT (specify)										
General Fund	76,555	81,426	83,635	94,420	153,160	138,918				
Earmarked Revenue Fund		-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Water Department Account	76,555	81,426	83,635	94,420	126,500	129,000				
<b>TOTAL FUNDING</b>	76,555	81,426	83,635	94,420	153,160	138,918				



STATE OF MONTANA BUDGET JUSTIFICATION										Form 101-73				
SALARIES & WAGES (CURRENT LEVEL POSITIONS)			1970 EXPENDED			1971 ANTICIPATED			1972 REQUESTED			1973 RECOMMENDED		
UNIT OR AGENCY	STATE WATER DEPARTMENT	PROGRAM OR FUNCTION - MAINTENANCE & SERVICE	FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE	SALARY	FTE	SALARY
POSITION CLASSIFICATION	EMPLOYEE NAME	SALARY RANGE												(Budget Office Use Only)
Maintenance Foreman	Bailey, Merlet	8,000-10,200	1.00	8,500	1.00	8,800	1.00	9,240	1.00	9,700				
Maintenance Tech. III	Williams, H.R.	7,000- 8,500	1.00	7,400	1.00	7,600	1.00	7,980	1.00	8,350				
Maintenance Tech. II	Stevens, C.B.	6,500- 8,000	1.00	6,600	1.00	6,800	1.00	7,140	1.00	7,490				
Maintenance Tech. II	Brown, Charlie C.	6,500- 8,000	1.00	6,600	1.00	6,800	1.00	7,140	1.00	7,490				
Maintenance Tech. II	Richards, Jacob	6,500- 8,000	1.00	6,600	1.00	6,800	1.00	7,140	1.00	7,490				
Maintenance Tech. II	Vacant	6,500- 8,000	.75	4,950	1.00	6,800	1.00	7,140	1.00	7,490				
Clerk	Berg, Lucille S.	4,000- 6,000	1.00	4,200	1.00	4,400	1.00	4,620	1.00	4,850				
Maintenance Tech I	New Position	6,000- 7,500	-0-	-0-	-0-	-0-	1.00	6,000	1.00	6,300				
TOTAL CURRENT LEVEL POSITIONS			6.75	44,850	7.00	48,000	8.00	56,400	8.00	59,160				
TOTAL NEW POSITIONS - EXPANDED SERVICES (Form 101A-73)							1.00	7,140	1.00	7,490				
TOTAL NEW POSITIONS - NEW SERVICE REQUIREMENTS (Form 101A-73)							1.00	6,000	1.00	6,300				
TOTAL SALARIES & WAGES			6.75	44,850	7.00	48,000	10.00	69,540	10.00	72,950				



STATE OF MONTANA  
BUDGET JUSTIFICATION

## SALARIES &amp; WAGES (NEW POSITIONS REQUESTED)

UNIT OR AGENCY - STATE WATER DEPARTMENT

PROGRAM OR FUNCTION - MAINTENANCE &amp; SERVICE

POSITION CLASSIFICATION  
(EXPANDED SERVICES)

## JUSTIFICATION

Maintenance Tech. II  
Due to new construction in the Capitol Complex, a new position is requested to handle the additional workload in expanding services to new buildings.

POSITION CLASSIFICATION (EXPANDED SERVICES)	JUSTIFICATION	1972 BIENNIUM		1973 BIENNIUM		RECOMMENDED	(Budget Office Use Only)
		1972 REQUESTED	1973 REQUESTED	1972	1973		
Maintenance Tech. II	Due to new construction in the Capitol Complex, a new position is requested to handle the additional workload in expanding services to new buildings.	1.00	7,140	1.00	7,490		
TOTAL NEW POSITIONS - EXPANDED SERVICES		1.00	7,140	1.00	7,490		
POSITION CLASSIFICATION (NEW SERVICE REQUIREMENTS)							
Mechanic I	This position is requested to enable the Department to do its own vehicle maintenance. In the past, this work has been performed on a contract basis by a private garage. It is felt that considerable savings would result from this action	1.00	6,000	1.00	6,300		
TOTAL NEW POSITIONS - NEW SERVICE REQUIREMENTS		1.00	6,000	1.00	6,300		



STATE OF MONTANA  
BUDGET JUSTIFICATION

EMPLOYEE BENEFITS		BUDGET JUSTIFICATION	
UNIT OR VILLAGE STATE WATER DEPARTMENT PROGRAM OR FACILITY MAINTENANCE & SERVICE	1972 REQUESTED	BUDGET OFF. USE ONLY	
Public Employees Retirement System .043 X <u>69,540</u>	2,990		
Teachers Retirement System .045 X <u>-0-</u>			
Industrial Accident .0015 X			
Annual Earnings .0050 X <u>69,540</u>	348		
Annual Earnings .0180 X			
Annual Earnings <u>      </u> X			
Rate Annual Earnings F.I.C.A. (Social Security) .052 X <u>67,920</u>	3,532		
Annual Earnings to \$7,800.			
Employee Insurance 10 X <u>90</u>	900		
No. of Participating Employees Average State Contribution			
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>7,770</b>	<b>90</b>	
CURRENT LEVEL SERVICES	6,276		
EXPANDED SERVICES	804		
NEW SERVICE REQUIREMENTS	690		
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>7,770</b>		
1973 REQUESTED			
BUDGET OFF. USE ONLY			
Public Employees Retirement System .043 X <u>72,950</u>	3,137		
Teachers Retirement System .045 X <u>-0-</u>			
Industrial Accident .0015 X			
Annual Earnings .0050 X <u>72,950</u>	365		
Annual Earnings .0180 X			
Annual Earnings <u>      </u> X			
Rate Annual Earnings F.I.C.A. (Social Security) .052 X <u>70,500</u>	3,666		
Annual Earnings to \$7,800.			
Employee Insurance 10 X <u>90</u>	900		
No. of Participating Employees Average State Contribution			
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>7,770</b>	<b>90</b>	
CURRENT LEVEL SERVICES	6,276		
EXPANDED SERVICES	804		
NEW SERVICE REQUIREMENTS	690		
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>7,770</b>		



## SUPPLIES &amp; MATERIALS &amp; COMMUNICATIONS

STATE OF MONTANA  
BUDGET JUSTIFICATION

Form 111-73

UNIT OR AGENCY STATE WATER DEPARTMENT  
PROGRAM OR FUNCTION MAINTENANCE & SERVICE

## SUPPLIES &amp; MATERIALS

Current Level Services

Expanded Services

New Service Requirements

## TOTAL SUPPLIES &amp; MATERIALS

AGENCY CATEGORY (specify)

Water Treatment &amp; Plumbing Shop

Paint Shop &amp; Boiler Room

Mechanic Shop

Fire Supplies

## TOTAL SUPPLIES &amp; MATERIALS

Describe expanded or new service requirements.

Expanded service requirements result from new buildings needing water service. Additional water treatment chemicals and plumbing supplies will be required to fulfill this need.

New service requirements are tools for the requested mechanics position and supplies to fulfill a need for fire protection on Capitol Grounds.

## COMMUNICATIONS

Current Level Services

Expanded Service

New Service Requirements

## TOTAL COMMUNICATIONS

AGENCY CATEGORY (specify)

Telephone

Telegraph

Postage

## TOTAL COMMUNICATIONS

Describe expanded or new service requirements.

	1971 BIEENNIAL			1973 BIEENNIAL		
	1970 EXPENDED	1971 ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 BIEENNIAL
SUPPLIES & MATERIALS						
Current Level Services	22,423	25,686	29,000	28,200		
Expanded Services			10,000	12,000		
New Service Requirements			5,000	5,000		
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>22,423</b>	<b>25,686</b>	<b>44,000</b>	<b>45,200</b>		
AGENCY CATEGORY (specify)						
Water Treatment & Plumbing Shop	15,903	18,391	31,550	32,000		
Paint Shop & Boiler Room	6,520	7,295	7,450	8,200		
Mechanic Shop	-0-	-0-	3,000	3,000		
Fire Supplies	-0-	-0-	2,000	2,000		
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>22,423</b>	<b>25,686</b>	<b>44,000</b>	<b>45,200</b>		
COMMUNICATIONS						
Current Level Services	542	632	650	700		
Expanded Service						
New Service Requirements						
<b>TOTAL COMMUNICATIONS</b>	<b>542</b>	<b>632</b>	<b>650</b>	<b>700</b>		
AGENCY CATEGORY (specify)						
Telephone	218	227	250	275		
Telegraph						
Postage	324	405	400	425		
<b>TOTAL COMMUNICATIONS</b>	<b>542</b>	<b>632</b>	<b>650</b>	<b>700</b>		



## UTILITIES &amp; TRAVEL

STATE OF MONTANA  
BUDGET JUSTIFICATION

Form 113-73

UNIT OR ACTIVITY	STATE WATER DEPARTMENT		1970-1971 BIENNIUM		1972-1973 BIENNIUM	
	EXPENDED	ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 BILLED	1973 BILLED
<b>UTILITIES</b>						
Current Level Services	1,390	1,500	1,600	1,700		
Expanded Services						
New Service Requirements						
<b>TOTAL UTILITIES</b>	<b>1,390</b>	<b>1,500</b>	<b>1,600</b>	<b>1,700</b>		

## AGENCY CATEGORY (specify)

Electricity	845	900	950	1,000		
Gas	545	600	650	700		
Water						
<b>TOTAL UTILITIES</b>	<b>1,390</b>	<b>1,500</b>	<b>1,600</b>	<b>1,700</b>		

Do not include standard or new service requirements

TRAVEL (In-State)	1970-1971 BIENNIUM		1972-1973 BIENNIUM	
	EXPENDED	ANTICIPATED	1972 REQUESTED	1973 REQUESTED
<b>TRAVEL (Out-of-State)</b>				
Current Level Services	846	873	900	950
Expanded Services			250	250
New Service Requirements				
<b>TOTAL IN-STATE TRAVEL</b>	<b>846</b>	<b>873</b>	<b>1,150</b>	<b>1,200</b>

TRAVEL (Out-of-State)	1970-1971 BIENNIUM		1972-1973 BIENNIUM	
	EXPENDED	ANTICIPATED	1972 REQUESTED	1973 REQUESTED
<b>TRAVEL</b>				
Current Level Services	-0-	-0-	-0-	-0-
Expanded Services				
New Service Requirements				
<b>TOTAL OUT-OF-STATE TRAVEL</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>

**TOTAL TRAVEL**

Do not include standard or new service requirements  
Expanded service to new buildings requires additional  
trips to supplier to obtain pipe and fittings.



STATE OF MONTANA  
BUDGET JUSTIFICATION

Form 115-3

UNIT OR AGENCY, STATE, WATER DEPARTMENT PROGRAM OR FUNCTION, MAINTNANCE & SERVICE	1971 BIENNIAL			1973 BIENNIAL		
	1970 EXPENDED	1971 ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 RECOMMENDED
<b>CONTRACTED SERVICES</b>						Budget Office Use Only
Current Level Services	1,552	1,627	1,650	1,700		
Expanded Services						
New Service Requirements						
<b>TOTAL CONTRACTED SERVICES</b>	1,552	1,627	1,650	1,700		
 AGENCY CATEGORY (specify)						
Pro Rata	152	177	200	200		
Insurance & Bond	1,400	1,450	1,450	1,500		
 <b>TOTAL CONTRACTED SERVICES</b>	1,552	1,627	1,650	1,700		

*Describe expanded or new service requirements.*

SPECIAL FEES	1971 BIENNIAL			1973 BIENNIAL		
	1970 EXPENDED	1971 ANTICIPATED	1972 REQUESTED	1973 REQUESTED	1972 RECOMMENDED	1973 RECOMMENDED
Current Level Services	-0-	-0-	1,500	-0-		
Expanded Services						
New Service Requirements						
<b>TOTAL SPECIAL FEES</b>	-0-	-0-	1,500	-0-		

*Describe expanded or new service requirements.*



STATE OF MONTANA BUDGET JUSTIFICATION		Form 11-7-3	
UNIT OR AGENCY PROGRAM OR FUNCTION FISCAL YEAR	STATE WATER DEPARTMENT MAINTENANCE & SERVICE 1972. Page 1 of 1 Pages	NARRATIVE JUSTIFICATION	BUDGET OFF USE ONLY
<i>List Repairs &amp; Maintenance projects requested in priority order:</i>			
<u>Equipment</u>		<p>The water lines in this area require repair beyond normal because of ground moisture conditions. Plans for this year call for replacement of five miles of line.</p> <p>Day-to-day repair requirements for 126 miles of water line have amounted to \$15.87 per mile during the past fiscal year. This expense is constantly increasing since the system is now 12 years old and has required additional attention.</p> <p>Total Equipment</p>	
<u>Repair East Water Line</u>		2,500	
<u>Regular Repair &amp; Maintenance</u>		2,000	
<u>Land</u> <u>Grade &amp; patch streets in shop area</u>		4,500	
<u>Buildings</u> <u>Maintain buildings</u>		750	
<u>Equipment</u> <u>Regular repair &amp; maintenance</u>		1,750	
<u>Land</u> <u>Grade &amp; patch streets in administration area</u>		3,000	
<u>Buildings</u> <u>Maintain buildings</u>		500	
		2,000	
TOTAL REPAIRS & MAINTENANCE			



STATE OF MONTANA BUDGET JUSTIFICATION			
CAPITAL EQUIPMENT		Form 121-73	
UNIT OR AGENCY STATE WATER DEPARTMENT PROGRAM OR FUNCTION MAINTENANCE & SERV FISCAL YEAR 1972 Page <u>1</u> of <u>1</u> Pages	QUANTITY	NARRATIVE JUSTIFICATION	BUDGET OFFICE USE ONLY
REPLACEMENT OF EXISTING EQUIPMENT (1) <i>(List capital items requested in priority order)</i>			
Industrial Tractor with Back Hoe	1	To replace unit purchased in 1958 which is used daily for repair of water lines. Condition is very poor and repair costs are becoming prohibitive.	14,000
Pick-up Truck (½ Ton)	1	Normal replacement of trucks on a programmed basis. The truck to be replaced, purchased in June, 1965, will have 85,000 miles logged at the time of replacement.	1,800
		<b>TOTAL REPLACEMENT OF EXISTING EQUIPMENT</b>	<b>15,800</b>
NEW EQUIPMENT ACQUISITION			
Pick-up Truck (½ Ton)	1	A new truck will be required for an additional employee requested in this fiscal year.	1,900
Pipe Threader, Dies, Taps, & Vice	1	To provide necessary equipment for a new position requested in this fiscal year.	600
		<b>TOTAL NEW EQUIPMENT ACQUISITIONS</b>	<b>2,500</b>
		<b>TOTAL CAPITAL EQUIPMENT</b>	<b>18,300</b>

<sup>(1)</sup>, Include condition and date of acquisition in narrative justification for all equipment being replaced.



STATE OF MONTANA  
BUDGET JUSTIFICATION

CAPITAL EQUIPMENT		BUDGET JUSTIFICATION	
UNIT OR AGENCY	FUNCTION	QUANTITY	NARRATIVE JUSTIFICATION
PROGRAM OR FUNCTION MAINTENANCE & SERV. FISC. YR. 1973 Page 1 of 1 Pages			
<i>(List capital items requested in priority order)</i>			
REPLACEMENT OF EXISTING EQUIPMENT (1)			
Pick-up Truck (½ Ton)	1		Programmed replacement of one truck per year at 85,000 miles. Truck to be replaced was purchased in June, 1966.
TOTAL REPLACEMENT OF EXISTING EQUIPMENT		1,900	
NEW EQUIPMENT ACQUISITION			
TOTAL NEW EQUIPMENT ACQUISITIONS		-0-	
TOTAL CAPITAL EQUIPMENT		1,900	

*(1) Include condition and date of acquisition in narrative justification for all equipment being replaced.*





